

## **15 FAM 350**

# **REQUIRED LEASE DOCUMENTATION**

*(CT:OBO-44; 04-21-2014)*  
*(Office of Origin: OBO)*

## **15 FAM 351 GENERAL**

*(CT:OBO-44; 04-21-2014)*

- a. Required documents must be sent to the Bureau of Overseas Buildings Operations (OBO). For U.S. Agency for International Development (USAID) leases, documents must be sent to the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W - M/MS/OMD) and parent agencies, as appropriate, at the addresses provided in 15 FAM 174. A duplicate copy must be sent to OBO for archiving.
- b. If any documentation is prepared in a foreign language, the copies forwarded to OBO and USAID/W - M/MS/OMD must be accompanied by an English translation, signed by the certified translator, with the translator's name typed below the signature.

## **15 FAM 352 STATE LEASE DOCUMENTS**

*(CT:OBO-38; 12-11-2013)*

Posts are responsible for handling lease documents noted in this section that are executed in the name of the United States of America or the Secretary of State:

- (1) **Capital leases (CL):** Posts must submit to OBO original signed capital leases, lease renewals of capital leases and other amendments, addenda, schedules, and exhibits, if applicable, and related records for new, renewed, and renegotiated CLs. At least one original must be in English, as per 15 FAM 351, paragraph b. Related records include blueprints, floor plans, photographs, surveys, documentation of major equipment repair, replacement, overhaul, and cost documentation for construction that increases the value of the property, scope of work (SOW) for make-ready improvements requested of the landlord, and other contracts and agreements (e.g., protocols, memorandums of understanding (MOUs), property agreements). Posts must maintain copies of these documents for a period of 5 years, unless a given property is the subject of litigation, in which case the records must be retained until litigation has been settled or terminated;

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- (2) **Recording capital leases in financial management system:** Posts in consultation with OBO will be responsible for submitting capital lease documentation to the Bureau of the Comptroller and Global Financial Services, Directorate of Global Financial Operations, Office of Accounting Operations Domestic (CGFS/F/AOD) within 30 days of completion and submission to OBO;
- (3) **Termination and acquittance agreement:** Posts must submit one original signed Termination and Acquittance Agreement for CLs to OBO;
- (4) **Operating leases (OL):** Posts must retain, for all OLs regardless of occupant agency, original contracts, leases, renewals, amendments, and related records to include purchase orders and receipts, work orders, telegrams, notes, letters, property descriptions, etc. Posts must submit copies of signed operating lease documents for all OL properties to the Office of Strategic Planning, in the Directorate for Planning and Real Estate, in the Bureau of Overseas Buildings Operations (OBO/PRE/OSP). The signed operating lease documents include new leases, renewed and renegotiated leases, and all related amendments. At least one copy must be in English, as per 15 FAM 351, paragraph b. The major properties for which OBO requires documentation are chanceries, consulates, other nonresidential space (e.g., annexes and warehouses), and designated residences;
- (5) **Other documentation:** Posts must retain all other lease documentation, including but not limited to the post occupational safety and health officer (POSHO) certification (see 15 FAM 252.5), for a period of 5 years unless a given property is the subject of litigation, in which case, the records must be retained until litigation has been settled or terminated; and
- (6) **Employee associations:** See 6 FAM 524. For temporary duty (TDY) quarters, see 6 FAM 526 for additional documentation required.

## **15 FAM 353 USAID LEASE DOCUMENTS**

*(CT:OBO-38; 12-11-2013)*

The USAID contracting officer will forward to USAID/W - M/MS/OMD one copy of the signed original of all USAID leases (for other than operating lease (OL) residential properties) and one copy of each lease amendment. Posts must keep signed originals of all leases.

## **15 FAM 354 DOCUMENTS FOR LEASES FUNDED BY OTHER AGENCIES**

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Each agency is responsible for providing required documents to its parent agency. One copy of all leases and any related amendments and Termination and Acquittance Agreements should be provided by the responsible leasing office to the respective agency's representative for forwarding to parent agencies at the addresses listed in 15 FAM 174.3.

## **15 FAM 355 THROUGH 359 UNASSIGNED**